

In order for a substantive proposal to be reviewed and considered for approval, the writer or the writer's designee must be present at the meeting at which their course or program is presented or the proposal will be tabled. Attendance is not required for consent agenda proposals.

The day before the meeting, faculty submitters should check in CurricUNET for possible last minute comments from the full committee review. Comments are visible under My Proposals -- CHECK STATUS

College of San Mateo

Committee on Instruction
January 29, 2015 (2:15 p.m.)
Building 10, Room 486

AGENDA

I. Call to Order (a quorum is six voting members)

II. Approval of Agenda

Action Items

III. Consent Agenda

Courses listed on the consent agenda have been reviewed for listed changes. Though courses on the consent agenda have had no changes in prerequisites and/or recommended preparation, the full committee is expected to review prerequisites and recommended preparations statements for all proposals to ensure compliance with Title V regulations.

• Approval of December 11, 2014 Minutes

• Course Modifications

- BIOL 230 Introductory Cell Biology (4)
(Changes in Student Learning Outcomes, Objectives, and Content)
- CIS 200 Capstone Project - CIS (2)
(Changes in Distance Education and Texts)
- DGME 102 Media Law and Ethics (3)
(Change in Text and Distance Education Update)
- DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design (3)
(Change in Texts Only)
- DGME 113 Digital Video Production (3)
(Change in Texts Only)
- DGME 118 Digital Audio Production (3)
(Change in Texts Only)
- DGME 120 Advanced Digital Video and Editing (3)
(Changes in Representative Assignments and Texts)

- DGME 128 On-Air Talent (3)
(Change in Texts only)
- DGME 152 Advanced Digital Audio Production (3)
(Changes in Representative Assignments and Texts)
- DGME 212 Media Design II: Photoshop (3)
(Changes in Representative Assignments and Texts)
- DGME 215 History of Graphic Design (3)
(Change in Texts Only)
- DGME 220 Typography (3)
(Change in Texts Only)
- DGME 230 Publication Design/Production with InDesign (3)
(Change in Representative Assignments and Texts)
- DGME 235 Graphic Design Theory and Application (4)
(Change in Representative Assignments and Texts)
- LIBR 100 Introduction to Library Research (1)
(Changes in Lecture Content, Distance Education Update, Methods of Evaluation/Instruction, Student Learning Outcomes and Texts)
- NURS 264 Perioperative Nursing (8)
(Changes in Student Learning Outcomes, Objectives, Representative Assignments, Methods of Evaluation and Texts)
- P.E. 102 Theory of Offensive Football (3)
(Removal of TBA Hours, Changes in Representative Assignments, Methods of Evaluation and Texts)
- P.E. 103 Theory of Defensive Football (3)
(Removal of TBA Hours, Changes in Representative Assignments, Evaluation and Texts)
- P.E. 104 Theory of Special Teams (3)
(Removal of TBA Hours, Changes in Representative Assignments, Methods of Evaluation and Texts)
- SOCI 110 Courtship, Marriage and the Family (3)
(Changes in Catalog Description, Student Learning Outcomes, Objectives, Lecture Content, Methods of Evaluation, and Texts)

- **Course Deactivations**
 - COMM 855 Speech for Non-Native Speakers
 - COMM 860 Communication in the Workplace

- **Informational Items**
 - Removal of TBAs from Nursing Courses
 - Revision to ACTG 176 recommended preparation, replacing banked courses with active equivalent courses

VI. Substantive Agenda

Courses listed on the substantive agenda have been reviewed for listed changes. Though courses on the substantive agenda may have changes in prerequisites and/or recommended preparation, the full committee is expected to review prerequisites and recommended preparations statements for all proposals to ensure compliance with Title V regulations.

• **New Courses**

- LCTR 105 Keys to Success (1)
(Proposed – CSM GE Area E1)
- MUS. 409.1 Introductory Symphonic Band (1)
- TEAM 116 Basketball: Individual Skill Development (.5-1)
- TEAM 680_{MC} Tournament Volleyball (.5-1)
- TEAM 680_{MD} Beginning Volleyball (.5-1)

• **Course Modifications**

- ART 388 Master Photography Portfolio (2.5)
(Changes to Prerequisite Wording, Lecture/Lab Content, Representative Assignments, Method of Evaluation and Texts)
- CIS 380 PHP Programming (3)
(Changes in Catalog Description, Distance Education Update, Course Content, Method of Evaluation/Instruction, Recommended Preparation, Representative Assignments, Texts, and Title)
- DGME 112 TV Studio Production (3)
(Changes in Lecture/Lab hours and Texts)
- DGME 155 TV Production II (3)
(Changes in Title and Catalog Description)
- DGME 167 Web Design I (3)
(Changes in Catalog Description, Distance Education Update, Recommended Preparation and Texts)
- ENGL 100 Composition and Reading (3)
(Changes in Catalog Description, Student Learning Outcomes, Objectives, Lecture Content, TBA Content, Methods of Instruction/Evaluation, Representative Assignments and Texts)
- ENGL 105 Intensive Composition and Reading (5)
(Changes in Title, Catalog Description, Student Learning Outcomes, Objectives, Lecture Content, TBA Content, Methods of Instruction/Evaluation, Representative Assignments and Texts)
- ENGL 110 Composition, Literature, and Critical Thinking (3)
(Changes in Catalog Description, Student Learning Outcomes, Objectives, Course Content, Methods of Instruction/Evaluation, Representative Assignments and Texts)

- ENGL 165 Composition, Argument, and Critical Thinking (3)
(Changes in Title, Catalog Description, Student Learning Outcomes, Objectives, Course Content, Method of Instruction/Evaluation, Representative Assignments and Texts)
- ENGL 828 Basic Composition and Reading (5)
(Changes in Recommended Preparation, Course Designation, Student Learning Outcomes, Objectives, Course Content, Methods of Instruction/Evaluation, Representative Assignments, Texts and new Distance Education)
- ENGL 838 Intensive Introduction to Composition and Reading (5)
(Changes in Prerequisites, Student Learning Outcomes, Objectives, Course Content, Methods of Instruction/Evaluation and Texts)
- ENGL 848 Introduction to Composition and Reading (5)
(Changes in Prerequisites, Catalog Description, Objectives, Course Content, Methods of Instruction/Evaluation and Representative Assignments)
- ENGR 100 Introduction to Engineering (3)
(Removal of TBA Hours/Content/Assignments, Removal of Materials Fee, Catalog description, Representative Assignments and Texts)
- ENGR 210 Engineering Graphics (4)
(Removal of TBA Hours/Content/Assignments, Catalog Description, Lecture Content, Methods of Evaluation/Instruction, Student Learning Outcomes, Objectives and Texts)
- ENGR 215 Computational Methods for Engineers and Scientists (3)
(Removal of TBA Hours, Catalog Description, Student Learning Outcomes, Objectives, Lecture Content, Methods of Instruction, Representative Assignments, Methods of Evaluation and Texts)
- ENGR 270 Materials Science (4)
(Changes in Units, Hours, Catalog Description, Student Learning Outcomes, Objectives and Lab Content and Distance Education)
- ESL 907 Independent Writing Study-Intermediate ESL (.5 - 1)
(Changes in Title and Unit Value)
- ESL 908 Independent Writing Study-Advanced ESL (.5-1)
(Changes in Title and Unit Value)
- FILM 130 Film Directors (3)
(Changes in TBA Hours/Content/Assignments, Catalog Description, Lecture Content, Methods of Evaluation/Instruction, Student Learning Outcomes, Objectives and Texts, New Distance Education)
- GEOG 100 Physical Geography (3)
(Changes in Recommended Preparation, Catalog Description, Student Learning Outcomes, Objectives, Lecture Content, Methods of Instruction/Evaluation and Texts)

- GEOG 110 Cultural Geography (3)
(Changes in Recommended Preparation, Catalog Description, Student Learning Outcomes, Objectives, Methods of Instruction/Evaluation, Representative Assignments and Texts)
- GEOG 150 World Regional Geography (3)
(Changes in Recommended Preparation, Catalog Description, Student Learning Outcomes, Objectives, Lecture Content, Methods of Instruction/Evaluation, Representative Assignments and Texts)
- SOCI 141 Race and Ethnic Relations (3)
(Changes in Recommended Preparation, Catalog Description, Student Learning Outcomes, Objectives, Lecture Content, Methods of Instruction/Evaluation, Representative Assignments and Texts)

- **Other – follow up business from last meeting**
 - FILM 145 Watching Quality Television (3) – *approved 12/11/14*
(Proposed - New Distance Education) *up for review*
 - KINE 102 Introduction to Coaching Principles (3) – *approved 12/11/14*
(Proposed – CSM GE: Area E1) *up for review*