

College of San Mateo

Committee on Instruction
January 29, 2015 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
ASCSM	George Silva
Business/Technology	Melissa Green
Kinesiology Division	Shana Young
Language Arts Division	Kimberly Escamilla, Anne Stafford
Math/Science	Ken Brown, Chris Smith
Student Services	Martin Bednarek, Mary Valenti

Absent/Excused

Creative Arts/Social Science Division	Nico van Dongen
Library	Kalina Tabatt

Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane, Niruba Srinivasan

Other Attendees

Ron Andrade, Michele Brown, Laura Demsetz, Teeka James, Margaret Kaluzny, David Laderman, Minu Mathur

Chair, Teresa Morris called the meeting to order at 2:18 p.m.

Motion was MSCU to approve the January 29, 2015 agenda with the removal of LIBR 100 from the consent agenda; and the movement of BIOL 230 and SOCI 110 from the consent to the substantive agenda.

Action Items

Motion was MSCU to approve the Consent agenda.

- Approval of December 11, 2014 Minutes

Course Modifications

- 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) —removed from agenda~~
~~(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, Methods of Evaluation and Texts)
- P.E. 104 Theory of Special Teams (3)
(Removal of TBA Hours, Changes in Representative Assignments, 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

Substantive Agenda

New Courses

- LCTR 105 Keys to Success (1) - **approved**
- MUS. 409.1 Introductory Symphonic Band (1) – **postponed**
- TEAM 116 Basketball: Individual Skill Development (.5-1) – **postponed**
- TEAM 680^{MC} Tournament Volleyball (.5-1) - **approved**
(addition of the word “the” prior to sport in SLO #1; and recommendation to author to improve SLOs when permanent proposal is submitted)
- TEAM 680^{MD} Beginning Volleyball (.5-1) - **approved**
(recommendation to author to improve SLOs when permanent proposal is submitted)

Course Modifications

- ART 388 Master Photography Portfolio (2.5) - **postponed**
(Changes to Prerequisite Wording, Lecture/Lab Content, Representative Assignments, Method of Evaluation and Texts)
- BIOL 230 Introductory Cell Biology (4) - **approved**
(Changes in Student Learning Outcomes, Objectives, and Content)
(move to be arranged assignments under “Other” assignments)
- CIS 380 PHP Programming (3) - **approved**
(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) - **approved**
(Changes in Lecture/Lab hours and Texts)
- DGME 155 TV Production II (3) - **approved**
(Changes in Title and Catalog Description)
- DGME 167 Web Design I (3) – **Postponed for further discussion; question regarding how the lab is offered online and clarification needed on the intention to have either the same number of SLOs and Objectives or to have an additional objective need to be addressed.**
(Changes in Catalog Description, Distance Education Update, Recommended Preparation and Texts)
- ENGL 100 Composition and Reading (3) – **approved**
(Proposed: CSM **GE Area C3** Information Competency) - **approved**
(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) – **approved**
(Proposed: CSM **GE Area C3** Information Competency) - **approved**
(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) - **approved**
(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) - **approved**
(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) - **approved**
(Changes in Recommended Preparation, Course Designation, Student Learning Outcomes, Objectives, Course Content, Methods of Instruction/Evaluation, Representative Assignments, Texts)
(remove READ 816 and duplicate READ 825 from the recommended preparation area)
- ENGL 838 Intensive Introduction to Composition and Reading (5) - **approved**
(Changes in Prerequisites, Student Learning Outcomes, Objectives, Course Content, Methods of Instruction/Evaluation and Texts)
(revise prerequisites to match the prerequisites from ENGL 848)
- ENGL 848 Introduction to Composition and Reading (4) - **approved**
(Changes in Prerequisites, Catalog Description, Objectives, Course Content, Methods of Instruction/Evaluation and Representative Assignments)
- ENGR 100 Introduction to Engineering (3) - **approved**
(Removal of TBA Hours/Content/Assignments, Removal of Materials Fee, Catalog description, Representative Assignments and Texts)
- ENGR 210 Engineering Graphics (4) - **approved**
(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) - **approved**
(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) - **approved**
(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) - **postponed**
(Changes in Title and Unit Value)
- ESL 908 Independent Writing Study-Advanced ESL (.5-1) - **postponed**
(Changes in Title and Unit Value)
- FILM 130 Film Directors (3) - **approved**
(New Distance Education)
- GEOG 100 Physical Geography (3) - **approved**
(Changes in Recommended Preparation, Catalog Description, Student Learning Outcomes, Objectives, Lecture Content, Methods of Instruction/Evaluation and Texts)
(Newer textbooks will replace the existing texts in all three GEOG courses)
- GEOG 110 Cultural Geography (3) - **approved**
(Changes in Recommended Preparation, Catalog Description, Student Learning Outcomes, Objectives, Methods of Instruction/Evaluation, Representative Assignments and Texts)
- GEOG 150 World Regional Geography (3) - **approved**
(Changes in Recommended Preparation, Catalog Description, Student Learning Outcomes, Objectives, Lecture Content, Methods of Instruction/Evaluation, Representative Assignments and Texts)
- SOCI 110 Courtship, Marriage and the Family (3) - **approved**
(Changes in Catalog Description, Student Learning Outcomes, Objectives, Lecture Content, Methods of Evaluation, and Texts)
*(revise SLO and Objective #1 wording to “theories **in relation** to the social institution of the family” and SLO and Objective #2 add “perspectives” to the end of the sentence)*
- SOCI 141 Race and Ethnic Relations (3) - **approved**
(Changes in Recommended Preparation, Catalog Description, Student Learning Outcomes, Objectives, Lecture Content, Methods of Instruction/Evaluation, Representative Assignments and Texts)

Other Changes – Follow up business from last meeting

- FILM 145 Watching Quality Television (3) – *approved 12/11/14*
(Proposed – New Distance Education) - **approved**
- KINE 102 Introduction to Coaching Principles (3) – *approved 12/11/14*
(Proposed – CSM GE: area E1) - **postponed**

The meeting adjourned at 4:23.