

# College of San Mateo

Committee on Instruction  
March 12, 2015 (2:15 p.m.)

## MINUTES

### Members Present

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

### Absent/Excused

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

### Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane

### Absent/Excused

Niruba Srinivasan

### Other Attendees

Lyle Gomes, Kevin Henson, Vincent Li, Mike Schmidt, Andreas Wolf

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

***Motion was MSCU to approve the March 12, 2015 agenda with a slight re-ordering of the review of courses.***

### Action Items

#### **Motion was MSCU to approve the Consent agenda.**

- **Approval of February 26, 2015 Minutes**

#### **Course Modifications**

- ART 200 Fine Art Portfolio Preparation (3)  
(Addition of \$40 materials fee only)

- NURS 232 Medical/Surgical Nursing (5)  
(Change in representative assignments)
- NURS 615 Pharmacology for Nursing: Practical Applications (3)  
(Updated textbooks)
- R.E. 110 Real Estate Practice (3)  
(Changes in description, Student Learning Outcomes, Content, Assignments and Textbook)

### Course Deactivations

- BIOL 675 Honors Colloquium in Biology

### 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

- ACTG 665MS Tax Controversies and Client Representation (.5) - **approved**  
(Add “Meets continuing education requirements.” to the end of the catalog description.)
- ACTG 665MT Preparing Form 706 Estate Tax Return (.5) – **approved**  
(Add “Meets continuing education requirements.” To the end of the catalog description.)
- ART 400.2 Low Fire Ceramics II (3) – **approved**  
(Add recommended preparation of ART 400.1 and add “At an intermediate level” as a heading to the SLOs and Objectives)
- ART 400.3 Low Fire Ceramics III (3) – **approved**  
(Add recommended preparation of ART 400.2 and add “At an advanced level” as a heading to the SLOs and Objectives)
- ART 400.4 Low Fire Ceramics IV (3) – **approved**  
(Add recommended preparation of ART 400.3 and add “At an expert level” as a heading to the SLOs and Objectives)
- COUN 111 College Planning (.5) - **approved**  
(Proposed CSM GE: Area E5d Career Exp. & Self Development)
- COUN 112 Introduction to Choosing a College Major (.5) - **approved**  
(Proposed CSM GE: Area E5d Career Exp. & Self Development)
- COUN 114 Transfer Essentials (.5) - **approved**  
(Proposed CSM GE: Area E5d Career Exp. & Self Development)
- COUN 120 College and Career Success (3) - **approved**  
(Proposed CSM GE: Area E5d Career Exp. & Self Development)

- COUN 121 Planning for Student Success (1) – **approved**  
Capitalize all the objectives so they are consistent  
(Proposed CSM GE: Area E5d Career Exp. & Self Development)
- COUN 122 Study Skills (1) – **approved** (*with rewording of SLO #3 to Demonstrate effective self-management and time management skills to build study habits. Additional work on the instructional objectives will also be done*)  
(Proposed CSM GE: Area E5d Career Exp. & Self Development)

**Revise objectives on all four levels moving “at a beginning level”, “at the intermediate level,” “at the advanced level” to the end of the objective. For example, “Explain general fitness principles as they apply to the course at an intermediate level.”**

- FITN 332.1 Stretching and Flexibility I (.5-1) – **approved with revision to objectives**  
(Proposed CSM GE: Area E4 Physical Education)
- FITN 332.2 Stretching and Flexibility II (.5-1) – **approved with revision to objectives**  
(Proposed CSM GE: Area E4 Physical Education)
- FITN 332.3 Stretching and Flexibility III (.5-1) – **approved with revision to objectives**  
(Proposed CSM GE: Area E4 Physical Education)
- FITN 332.4 Stretching and Flexibility IV (.5-1) – **approved with revision to objectives**  
(Proposed CSM GE: Area E4 Physical Education)

#### **Course Modifications**

- ART 388 Master Photography Portfolio (2.5) - **approved**  
(Changes to Prerequisite Wording, Lecture/Lab Content, Representative Assignments, Method of Evaluation and Texts)  
*(Revise course to make the prerequisite ART 353 and ART 391 and revise the content review. Also recommend the following changes: delete “class” and replace “where” with “when” under TBA Hours Content area; missing justification for change)*
- KINE 119 First Aid/Adult & Pediatric CPR (3) - **approved**  
(New Distance Education)  
(Request was made to make the course repeatable after two years. The Articulation Officer will look into this request)
- PSYC 105 Experimental Psychology (3) - **approved**  
(Removal of TBA hours, Changes in Student Learning Outcomes, Objectives, Methods of Instruction/Evaluation, Representative Assignments, and Texts)
- PSYC 220 Introduction to Psychobiology (3) - **approved**  
(Changes in Recommended Preparation, Catalog Description, Student Learning Outcomes, Objectives, Lecture Content, Representative Assignments, Methods of Evaluation, and Texts)

#### **New Program**

- Dance A.A. Degree - **postponed**

**Open agenda:**

- Curriculum Handbook -  
The committee discussed the differences between Student Learning Outcomes and Specific Instructional Objectives. Several committee members expressed their interpretation of the differences. Ken Brown stated the committee options were to simply use the same SLOs as objectives, expand on the SLOs, or make them different from the SLOs. If different from the SLOs, the objectives could emphasize the rigorous manner of the course, i.e. for statistics the emphasis would be to analyze data.

A suggestion was made to remove the subheading, “Upon successful completion of this course, a student will be able to:” under Specific Instructional Objectives from the course outline. This will may help ease confusion between the objectives and the SLOs. Some feel the SLOs pertain to students, whereas the objects relate to the course.

The committee drafted an outline of the potential differences between SLOs and Objectives and ideas on what to include in the handbook. Additional discussion will take place at the next COI meeting in April.

Objectives are something more than the SLOs, which cannot be measured

Rationale – Ken’s narrative (see attached)

Long term

Projects

Values

Concrete examples from CSM CORs

Directions

Words to use

Words to avoid

Do not have to be measurable

**Meeting adjourned at 4:15.**