

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

Revised agenda 10/7/15

# College of San Mateo

Committee on Instruction  
October 8, 2015 (2:15 p.m.)  
Building 10, Room 468

## 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 September 24, 2015 Minutes**
- **Course Modifications**
  - ACTG 100 Accounting Procedures (3)  
(Changes in assignments and texts and DE update)
  
  - ACTG 103 Ten-key Skills (0.5)  
(Changes in instructional methods and DE update)
  
  - ACTG 121 Financial Accounting (4)  
(Changes in assignments, texts and DE update)
  
  - ACTG 144 QuickBooks: Set-up and Service Business (1.5)  
(Changes in texts, assignments and DE update)
  
  - ACTG 145 QuickBooks: Payroll and Merchandising Business (1.5)  
(Changes in texts, assignments and DE update)
  
  - ACTG 161 Intermediate Accounting I (4)  
(Changes in texts and DE update)

- ACTG 162 Intermediate Accounting II (4)  
(Changes in texts and DE update)
- ACTG 163 Auditing (3)  
(Changes in texts only)
- ACTG 164 Governmental & Nonprofit Accounting (3)  
(Changes in texts only)
- ACTG 165 Cost Accounting (3)  
(Changes in texts and DE update)
- ACTG 175 Volunteer Income Tax Preparation (2.5)  
(Changes in texts only)
- ACTG 176 Enrolled Agent Exam Preparation (3)  
(Changes in texts only)
- ACTG 181 Taxation of Individuals Using Tax Software (4)  
(Changes in texts only)
- ACTG 182 Taxation of Business Entities Using Tax Software (4)  
(Changes in texts only)
- ACTG 183 Taxation of Trusts, Gifts, and Estates Using Tax Software (2)  
(Changes in texts only)
- ART 101 Art and Architecture from the Ancient World to Medieval Times (c. 1400) (3)  
(Changes in SLOs, objectives, content, texts, assignments, methods of evaluation and DE update)

#### IV. 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 119 Personal Financial Planning (3)  
(Includes distance education supplement)

- **Course Modifications**

- ACTG 131 Managerial Accounting (4)  
(Changes in content review, instructional methods, texts, assignments and DE update)

**Open Agenda**

General Education – continued discussion