

# College of San Mateo

Committee on Instruction

November 12, 2015 (2:15 p.m.)

## MINUTES

### Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Jeremy Ball, Nico van Dongen
Library	Kalina Tabatt
Language Arts Division	Amy Sobel, Anne Stafford
Math/Science Division	Christopher Walker
Student Services	Martin Bednarek, Mary Valenti
ASCSM	James Roe

### Absent/Excused

Kinesiology Division	Shana Young
Math/Science Division	Chris Smith

### Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane

### Excused Non-Voting Members

Niruba Srinivasan

### Other Attendees

Rebecca Alex, Cindy James, Andria Nalls, Kathy Ross, Andreas Wolf, Darryl Stanford, Katie Goldhahn

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

***Motion was MSCU to approve the November 12, 2015 agenda with the postponement of the open agenda.***

### Action Items

#### **Motion was to approve the Consent agenda with one abstention – Anne Stafford**

- Approval of October 22, 2015 Minutes

- Course Modifications

ADMJ 106 Legal Aspects of Evidence (3)

(Changes in method of instruction, methods of evaluation and text)

- ADMJ 108 Community Relations and the Justice System (3)  
(Changes in representative assignments, methods of evaluation and text)
- ADMJ 185 Introduction to Forensic Science (3)  
(Change in text only)
- ADMJ 771 PC832 Arrest and Control Training (3)  
(Change in text only)
- ADMJ 775 PC 832 Firearms Training (0.5)  
(Change representative assignments)
- ADMJ 780 Regular Basic Course Module III (9.5)  
(Change in representative assignments; corrected hours no change in unit value)
- ADMJ 781 Regular Basic Course Module II (13)  
(Change representative assignments)
- ART 206 Expressive Figure Drawing and Portraiture (3)  
(Change in title, description, SLOs, objectives, content, TBA content, assignments and texts)
- ASTR 100 Introduction to Astronomy (3)  
(Changes in TBA content, Representative Methods of Instruction, Representative Assignments, Representative Methods of Evaluation and Text)
- ASTR 101 Astronomy Laboratory (1)  
(Changes in Representative Methods of Instruction, Texts)
- ASTR 103 Observational Astronomy Lab (1)  
(Changes in Representative Assignments and Texts)
- ASTR 115 The Solar System (3)  
(Changes in TBA Content, Representative Methods of Instruction, Representative Assignments, Methods of Evaluation and Text)
- ASTR 125 Stars, Galaxies, and Cosmology (3)  
(Changes in Title, SLOs, Methods of Instruction, Methods of Evaluation and Text)
- CRER 127 Career Choices II: Job Search (0.5)  
(changes in description, SLOs, objectives, content, methods of evaluation, assignments, methods of evaluation, and texts; increase in materials fee to \$6; removal of DE - remove attachment.)
- DENT 701 Dental Science I (3)  
(Change in text and writing assignments)
- ELEL 741 Electrical Apprenticeship I (3.5)  
(Change in hours and texts)
- ELEL 742 Electrical Apprenticeship II (3.5)  
(Change in hours and texts)
- ELEL 743 Electrical Apprenticeship III (3.5)  
(Change in hours and texts)
- ELEL 744 Electrical Apprenticeship IV (3.5)  
(Change in hours and texts)
- ELEL 745 Electrical Apprenticeship V (3.5)  
(Change in hours and texts)

- ELEL 746 Electrical Apprenticeship VI (3.5)  
(Change in hours and texts)
- ELEL 747 Electrical Apprenticeship VII (3.5)  
(Change in hours and texts)
- ELEL 748 Electrical Apprenticeship VIII (3.5)  
(Change in hours and texts)
- ELEL 749 Electrical Apprenticeship IX (3.5)  
(Change in hours and texts)
- ELEL 750 Electrical Apprenticeship X (3.5)  
(Change in hours and texts)
- KINE 301 The Science and Application of Personal Training (3)  
(Change in recommended preparation)
- MATH125 Elementary Finite Mathematics (3)  
(Changes in description, SLOs, objectives, content and texts)
- MATH200 Elementary Probability and Statistics (4)  
(Changes in SLOs, objectives, content and texts)
- MATH222 Precalculus (5)  
(Changes in SLOs, objectives and content)
- MATH268 Discrete Mathematics (4)  
(Changes in SLOs, objectives and content)
- MATH270 Linear Algebra (3)  
(Changes in SLOs, objectives and content)
- MATH275 Ordinary Differential Equations (3)  
(Changes in SLOs, objectives and content)
- VARS 100 Varsity Baseball (3)  
(Changes in method of grading to Letter or P/NP, content, methods of instruction, assignments and methods of evaluation)
- VARS 130 Varsity Football (3)  
(Changes in method of grading to Letter or P/NP, description, content, methods of instruction, assignments and methods of evaluation and texts)
- VARS 160 Varsity Swim (3)  
(Changes in description, content, methods of instruction, assignments and methods of evaluation)
- VARS 172 Varsity Cross Country: Men and Women (3)  
(Changes in SLOs, content, methods of instruction, assignments, methods of evaluation and text)
- VARS 300 Varsity Basketball: Women (2)  
(Changes in description, SLOs, objectives, content, methods of instruction, assignments, and methods of evaluation)
- VARS 320 Varsity Softball: Women (3)  
(Changes in method of grading from Letter grade to Pass/No pass or letter grade option, change in description, SLOs, content, methods of instruction, assignments and methods of evaluation and text)

- **Course Deactivations**

- ESL 896 Vocabulary for Non-Native Speaker of English I
- FITN 206 Circuit Weight Training
- P.E. 135 Introduction to College and Intercollegiate Athletics

### **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**

- ART 244 Oil Painting III (3) - **approved**  
(with changes to SLOs and objectives)
- ART 247 Oil Painting IV (3) - **approved**  
(with changes to SLOs and objectives)
- COUN 128 Puente: Foundation for College Success (3) - **approved**  
(Proposed for GE Area E5d: Career Exploration and Self-Development)
- COUN 129 Puente: Transfer Readiness (2) - **approved**  
(Proposed for GE Area C3: Information Competency)
- TEAM 171.1 Volleyball I (.5-1) - **approved**  
(Proposed for GE Area E4: Physical Education)
- TEAM 171.2 Volleyball II (.5-1) - **approved**  
(Proposed for GE Area E4: Physical Education)
- TEAM 171.3 Volleyball III (.5-1) - **approved**  
(Proposed for GE Area E4: Physical Education)
- TEAM 171.4 Volleyball IV (.5-1) - **approved**  
(Proposed for GE Area E4: Physical Education)

- **Experimental Courses**

- COSM 880MF Advanced Techniques/Photo Shoot (3.5) - **approved**
- COSM 880MG Advanced Hair Specialties (3.5) – **approved**

- **Course Modification**

- ASTR 200 Introduction to Astrophysics (3) - **approved**  
(Changes in prerequisites, assignments, methods of evaluation and texts)  
(changes made to improve success rate and enhance learning in corequisite courses)

- **Course Reactivation**

- VARS 340 Varsity Volleyball: Women (3) - **approved**

(Changes in title, description, SLOs methods of instruction and evaluation, content and assignments – proposed for GE Area E4: Physical Education)  
*Change SLO A from “Break down” to “Demonstrate an understanding” of individual... also change objectives C to “Understand specific”; E to “Demonstrate ability to” and F to “understand ethical issues”...*

**Open Agenda - *postponed***

General Education Requirements

**Open Discussion**

There was open discussion after a question was asked regarding rules on keeping prerequisites in alignment district-wide. The chair responded by stating that if the course has the same number and same description, then essentially it is the same, therefore the prerequisite(s) must be in alignment. It only makes sense the same requisite content would be necessary. Additional clarification was requested as far as district rules or policies regarding which campus has the authority to make the decision; is there a majority rule? The chair explained that the district-wide curriculum committee will be working towards creating a written policy. She further explained that enrollment is not a valid rationale for changing a prerequisite. Currently when situations arise where there is no resolution between campuses, the discussion goes to the district curriculum committee.

**Meeting adjourned at 3:54 p.m.**