

# College of San Mateo

Committee on Instruction

May 12, 2016 (2:15 p.m.)

## MINUTES

### Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Judith Hunt, Nico van Dongen
Kinesiology Division	Shana Young
Library	Jiaolan Renee Bu
Language Arts Division	Amy Sobel, Anne Stafford
Math/Science Division	Chris Smith, Christopher Walker
ASCSM	James Roe

### Absent/Excused

Student Services	Martin Bednarek, Mary Valenti
------------------	-------------------------------

### Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane, Niruba Srinivasan

### Other Attendees

Laura Demsetz, Bruce Maule, Kathy Ross, Peter VonBleichert, Alex Wong

Chair, Teresa Morris called the meeting to order at 2:22 p.m.

***Motion was MSCU to approve the May 12, 2016 agenda.***

### Action Items

#### **Motion was to approve the Consent Agenda with two abstentions (Amy Sobel and Anne Stafford)**

- **Approval of April 14, 2016 Minutes**
- **Course Modifications**
  - BIOL 127 Teaching Science II: Middle School Classroom Experience and Seminar (1)  
(Changes in SLOs, objectives, content, methods of instruction, assignments, and evaluation)
  - BIOL 128 Teaching Science III: High School Classroom Experience and Seminar (1)  
(Changes in SLOs, objectives, content, methods of instruction, assignments, and evaluation)

- BLDG 735 ADA Building Requirements (3)  
(DE update, changes in description, SLOs, objectives, content, methods of instruction, assignments, and textbooks)
- BUS. 100 Contemporary American Business (3) - ***approved change of title to Introduction to Business and addition of ESL 400 to recommended preparation***  
(DE update, changes in description, SLOs, objectives, content, methods of instruction, evaluation, and textbook)
- ELEC 111 Introduction to Electronics Fundamentals (3)  
(Changes in description, SLOs, objectives, and assignments)
- ELEC 231 Basic Applied Electronics Mathematics (2)  
(Change in assignments)
- ELEC 232 Advanced Electronics Mathematics (1)  
(Change in assignments)
- ELEC 405 Transformers and Rotating Machinery (2)  
(Change in assignments)
- ELEC 421 Fundamentals of Electric Motor Control (4)  
(Change in assignments)
- ELEC 441 Sensors and Data Transmission Systems (4)  
(Change in assignments)
- ENGL 161 Creative Writing I (3)  
(Changes in methods of instruction, assignments, evaluation, and textbooks)
- ENGL 162 Creative Writing II (3)  
(Changes in methods of instruction, assignments, and textbooks)
- ENGL 163 Creative Writing III  
(Changes in methods of instruction, assignments, and textbooks)
- KINE 130 Group Fitness Instructor Lecture (3)  
(Update only)
- KINE 131 Group Fitness Instructor Lab (1)  
(Update only)
- MGMT 100 Introduction to Business Management (3)  
(Changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbook)
- NURS 222 Maternity Nursing (4.5)  
(Changes in content, assignments, evaluation, and textbooks)
- NURS 242 Leadership/Management in Nursing (5)  
(Changes in methods of instruction, assignments, evaluation, and textbooks)
- NURS 610 Basic Medication Dosage Calculations for Nurses (1)  
(Change in assignments)
- NURS 620 Bridge Course for Advanced Entry Students (2)  
(Changes in assignments and textbook)
- NURS 630 Introduction to Medical Terminology (3)  
(Changes in assignments and textbook)

NURS	666	Career Exploration in Nursing (1) (Changes in SLOs, assignments, evaluation, and textbook)
NURS	815	Transition from 1st Year to 2nd Year: Medical Surgical Nursing (.5-1.5) (Changes in description, SLOs, objectives, content, methods of instruction, evaluation, and textbooks)
NURS	816	Open Lab for Nursing 211/212 (.5) (Change in textbooks)
NURS	818	Open Lab for Nursing 231/232 (.5) (Change in textbooks)
R.E.	220	Real Estate Property Management (3) (Changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbook)
SPAN	110	Elementary Spanish (5) (Removal of TBA hours; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbooks)
SPAN	112	Elementary Spanish II (3) (Removal of TBA hours; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbooks)
SPAN	120	Advanced Elementary Spanish (5) (Removal of TBA hours; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbooks)
SPAN	122	Advanced Elementary Spanish II (3) (Removal of TBA hours; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbooks)
SPAN	131	Intermediate Spanish I (3) (Removal of TBA hours; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbooks)
SPAN	132	Intermediate Spanish II (3) (Removal of TBA hours; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbooks)
SPAN	140	Advanced Intermediate Spanish (3) (Changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbooks)
TEAM	119	Tournament Basketball for Women (.5-1) (Changes in SLOS, objectives, methods of instruction, assignments, evaluation, and textbooks)

There was a suggestion to add ESL 400 automatically as part of technical review if a course has ENGL 838 or ENGL 848 as recommended preparation.

There were some comments on the Spanish course modifications. The courses can be approved as is although minor edits are needed. Teresa will email the author so the comments can be addressed when the courses are re-submitted to COI for updates.

- **Course Deactivations**

ART 665MD Advanced Topics: Ceramics Workshop  
ART 665MI Ceramics  
DGME 130 Lighting for Studio and Field  
DSKL 811 Specific Learning Skills Assessment  
DSKL 819 Study Skills for Academic Success  
HIST 102 History of American Civilization  
MUS. 101 Musicianship I  
MUS. 102 Musicianship II  
MUS. 103 Musicianship III  
MUS. 104 Musicianship IV

- **Course Deactivations – by memo**

ART 665MJ Sculpture  
SPAN 111 Elementary Spanish I  
SPAN 121 Advanced Elementary Spanish I

- **Program Modifications**

- Anthropology – AA-T (Adding ANTH 127 Lab)
- History – AA-T (Adding HIST 260 to options; removing HIST 102 – being banked)

- **Program Modifications – by memo**

- Accounting – AA Degree (Change in wording/formatting)
- Film – AA Degree (Removing DGME 130 – being banked)
- Interdisciplinary Studies, Option 1: Intercultural Studies – AA Degree (Removing HIST 102 - being banked)
- Philosophy – AA-T (Removing HIST 102 - being banked)
- Spanish – Certificate of Specialization (Removing SPAN 111 and SPAN 121 – being banked)
- Technical updates to degrees and certificates

## **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**

ARCH 680MB Making Architecture: Building Methods, Materials & Design Build 1 (3) - **approved**  
ARCH 680MC Introduction to Advanced 3D Digital Modeling (1) - **approved**

BUS. 680MA The Entrepreneurial Mindset (1.5) - **approved with addition of ESL 400 to recommended preparation**

BUS. 680MB Sources of Financing (1.5) - **approved**

ENGR 680MB Rockets and Drones: Science and Engineering (3) - **approved**

PHYS 680MB Rockets and Drones: Science and Engineering (3) - **approved**

There was a suggestion to rename Committee on Instruction to Curriculum Committee. Teresa will ask Academic Senate.

- **Course Modification**

MGMT 235 Supervisor Management (3) – **approved with change of title to Supervisory Management**

(Change in title from Fundamentals of Supervision to Supervisor Management, recommended preparation, description, SLOs, objectives, content, methods of instruction, and textbooks)

- **Course Modifications - By Memo**

ACTG 161 Intermediate Accounting I (4) - **approved**  
(Addition of recommended preparation)

ACTG 162 Intermediate Accounting II (4) - **approved**  
(Addition of recommended preparation)

ACTG 163 Auditing (3) - **approved**  
(Addition of recommended preparation)

ACTG 164 Governmental & Nonprofit Accounting (3) - **approved**  
(Addition of recommended preparation)

ACTG 165 Cost Accounting (3) - **approved**  
(Addition of recommended preparation)

- **Program Modifications**

- CPA Exam Preparation: Financial Accounting and Auditing – Certificate of Specialization (Change in units; new ACTG courses added) - **approved**

- Electronic Music – AA Degree (Change in units; musicianship courses revised) - **approved**

- Electronic Music – Certificate of Achievement (Change in units; musicianship courses revised) - **approved**

## **Open Agenda**

### Review Curriculum Handbook update

The Chair distributed copies of the CSM Curriculum Handbook – Working Draft. Sections being updated are highlighted in yellow. The information on Distance Ed hasn't been updated; discussions are still ongoing and the policies haven't been officially approved.

There are no changes in Section I.

## Section II Changes:

Transfer information was added to the handbook. The COI calendar has dates for transfer submission deadlines. Majority of CSM courses are CSU-transferable. The percentage that is UC-transferable is lower; a number of CTE courses are not transferable. This section has links/resources on transferability, IGETC, and others.

There is some information on discipline assignment that ties up with discussions held at the March 24 meeting. We have to keep discipline assignments in mind when reviewing courses.

Clarification re C-IDs and TOP codes: The State uses C-IDs to identify common course numbers among community colleges. TOP codes are used for data tracking. C-IDs cannot be used for tracking courses. All courses have TOP codes but not all courses have C-IDs.

## Section III Changes and Discussions:

There was a discussion on experimental courses: re offering it for 2 or 3 semesters and the effect/impact of automatic banking. Experimental courses should be banked or proposed for permanent numbers as soon as data is available on whether they should be offered again, revised, etc. We count the number of semesters a course was offered, e.g. if a course is only offered in the summer, we do not count the fall and spring semesters. It is preferred that we not wait for 3 semesters before banking or proposing as permanent courses.

The first paragraph under Section III New Courses will be revised: An experimental course may be offered...

Similar or Equivalent courses: We need to check if similar or equivalent courses exist in the district when reviewing both new and revised courses.

Distance Education: It should be noted that when the distance education component of a course is added or revised in CurricUNET, the entire course is reviewed, not just the DE portion. Reviewers might raise questions that are not related to the DE changes.

## Section V:

The District Curriculum Committee discussed and aligned hours and units district-wide, following a Chancellor's Office Memo. There was an agreement among the 3 campuses that the smallest unit that will be awarded is 0.5.

We have to follow the hours and units per the table in the Appendix: Minimum/maximum hours per unit and FLC. It is noted that there are gaps between ranges, e.g. a 2.0 unit lecture class has 32 to 36 hours; a 2.5 unit lecture class has 40 to 45 hours. We should not have courses with hours that fall outside the ranges, e.g. a lecture course with 38 hours. Courses that do not follow the hours and units in the table will be reconfigured; the units/hours may go up or down.

This is a State Chancellor requirement and we must be in compliance. The State will be doing reviews for compliance. The table in the handbook is maxed at 5 units but there is a longer list.

The section on typical technical review comments has been updated. Teresa will discuss the revised handbook again at the next meeting in fall. It will be posted and used for the training in fall.

#### Fall 2016 sub-committee to review courses in GE areas

In a previous meeting, a question had been raised on the E5d designation for MGMT 100. This might have carried over from an old course outline and it may no longer apply. The Chair proposed the creation of a sub-committee to review GE designations that don't make sense. This will be a starting point. The discussion on GE patterns is huge and will need campus wide discussion.

The sub-committee will make a review and submit recommendations. If a course has a questionable designation, the department will have a chance to justify the designation. We need to get a list in early fall (October) for review in early spring. This timeline could work with catalog preparation (2017-2018 catalog) and Degree Works deadlines. Checking for GE designations can be done at the same time as program review.

Teresa will be reducing her COI load in fall due to temporary needs in her department (Library). COI members were asked if they would like to pick up 1-2 units for technical review.

**Meeting adjourned at 3:41 pm.**