

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 4/13/16

# College of San Mateo

Committee on Instruction

April 14, 2016 (2:15 p.m.)

Building 5, Room 339

## 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 March 24, 2016 Minutes**

- **Course Modification**

- |      |     |   |
|------|-----|---|
| ETHN | 265 | Evolution of Hip Hop Culture: A Socio-Economic and Political Perspective (3)<br>(Changes in SLOS, methods of instruction, assignments, evaluation, and textbooks)         |
| FIRE | 810 | Firefighter Cadet I (3)<br>(Change in prerequisite – technical change per State request)  |
| FITN | 134 | Track and Trail Aerobics (.5-1)<br>(DE update, changes in SLOs, content, assignments, and textbook)   |
| FITN | 237 | Total Core Training (.5-1)<br>(Changes in SLOs, content, and assignments)   |
| MGMT | 100 | Introduction to Business Management (3)<br>(Changes in description, SLOs, objectives, content, methods of instruction, evaluation, and textbook)                          |
| R.E. | 105 | Property Investments, Valuation, and Management (3)<br>(Changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbook) |
| R.E. | 131 | Real Estate Finance I (3)<br>(Changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbook)                           |

R.E. 220 Real Estate Property Management (3)  
(Changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbook)

- **Course Modification – By Memo**

COUN 112, 114, and 121 – Removal of materials fee

FIRE 796 Emergency Medical Technician: Basic (10)  
(Increase in materials fee to \$175)

KINE 301 The Science and Application of Personal Training (3)  
(Change in title to Introduction to Personal Training)

- **Course Deactivation**

DGME 255 Portfolio (2)

- **Course Deactivation – By Memo**

CRER 128 Puente: Foundation for College Success (3)

CRER 129 Puente: Transfer Readiness (2)

- **Program Modification**

Digital Media: Graphic Design - AA Degree

Digital Media: Graphic Production - Certificate of Achievement

Music - AA Degree

#### 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.*

- **Course Modifications**

CHEM 210 General Chemistry I (5)  
(Change in prerequisites)

COUN 120 College and Career Success (3)  
(New DE supplement)

COUN 121 Planning for Student Success (1)  
(New DE supplement and change in representative texts)

COUN 122 Study Skills (1)  
(New DE supplement)

FIRE 793 Firefighter I Academy (12)  
(Change in hours and textbook)

MUS. 470 Concert Choir (1)  
(Added prerequisite, change in description)

- MUS. 680MF Orchestra (3)  
(Change in units, hours, method of grading, prerequisite, degree transferability, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and representative texts)
- MUS. 680MG Advanced Choir (3)  
(Change in units, hours, method of grading, prerequisite, degree transferability, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and representative texts)
- MUS. 680MH Advanced Band (3)  
(Change in units, hours, method of grading, prerequisite, degree transferability, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and representative texts)

- **Course Modification - By Memo**

Memo concerning LIT. courses writing assignment

- **New Program**

Digital Media: Audio & Video Production - Certificate of Specialization

Philosophy - AA-T

**V. Open Agenda**

- Additional policies to include in Curriculum Handbook
- Review of Committee Goals
- Committee member training for Fall 2016