

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 5/11/16

College of San Mateo

Committee on Instruction

May 12, 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 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)
(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)

- **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

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**

- ARCH 680MB Making Architecture: Building Methods, Materials & Design Build 1 (3)
- ARCH 680MC Introduction to Advanced 3D Digital Modeling (1)
- BUS. 680MA The Entrepreneurial Mindset (1.5)
- BUS. 680MB Sources of Financing (1.5)
- ENGR 680MB Rockets and Drones: Science and Engineering (3)
- PHYS 680MB Rockets and Drones: Science and Engineering (3)

- **Course Modification**

- MGMT 235 Supervisor Management (3)
(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)
(Addition of recommended preparation)
- ACTG 162 Intermediate Accounting II (4)
(Addition of recommended preparation)
- ACTG 163 Auditing (3)
(Addition of recommended preparation)
- ACTG 164 Governmental & Nonprofit Accounting (3)
(Addition of recommended preparation)
- ACTG 165 Cost Accounting (3)
(Addition of recommended preparation)

- **Program Modifications**

- CPA Exam Preparation: Financial Accounting and Auditing – Certificate of Specialization
(Change in units; new ACTG courses added)
- Electronic Music – AA Degree (Change in units; musicianship courses revised)
- Electronic Music – Certificate of Achievement (Change in units; musicianship courses revised)

V. Open Agenda

- Review Curriculum Handbook update
- Fall 2016 sub-committee to review courses in GE areas