

# College of San Mateo

Committee on Instruction  
October 8, 2015 (2:15 p.m.)

## MINUTES

### Members Present

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

### Absent/Excused

Creative Arts/Social Science Division	Nico van Dongen
Math/Science Division	Chris Smith
Student Services	Martin Bednarek

### Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane, Niruba Srinivasan

### Other Attendees

Rosemary Nurre

Chair, Teresa Morris called the meeting to order at 2:23 p.m.

***Motion was MSCU to approve the October 8, 2015 agenda***

### Action Items

**Motion was MSCU to approve the Consent agenda**

- **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)

## 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) - **approved**  
(Includes distance education supplement)

## Course Modifications

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

## Open Agenda

### General Education Requirements

The Chair announced that she will be informing Academic Senate that COI will be reviewing and bringing forward recommendations for changes to CSM's general education requirements at next Tuesday's meeting.

Title 5 minimum requirements for general education requirements were referenced and briefly discussed. An overview of the proposed areas to be reviewed was also presented. As general discussion took place, it was recommended that the committee be briefed on the current GE requirements prior to addressing needed changes. Marsha Ramezane provided the committee with the 2015-16 Associate in Arts/Science Degree Requirements document and proceeded to differentiate between the requirements mandated by Title 5 and the locally added requirements. Further clarification was made, that within the mandated Title 5 requirements, the college can determine the courses that meet those particular requirements.

Although, the plan is to look at the GE Requirements as a whole, the committee will focus on the areas highlight below, which are additions outside of the minimum Title 5 requirements.

### Proposed Areas

State competencies: Math and English

CSM competencies: Information Competencies

Other requirements: 2 Physical Education activity courses

American Institutions Requirement

Major requirements

Residency Requirements

Area A

Critical Thinking - 3 units

Composition - 3 units

Area B - Science and Science

3 units + 1 lab (to be discussed)

Mathematics (state competency and Analytical Thinking (Title V changes)

Area C - Arts and Humanities (proposed name change)

3 units

Area D - Social Science

3 units

Area E - Lifelong Learning

needs further discussion to balance CSM values and CSU GE standards

To further facilitate the GE discussion, Marsha was asked and gladly accepted to provide the committee with potential sample versions based on the counselors' perspectives. It was noted that counselors as well as the Registrar could provide valuable insight to the issues surrounding our current GE requirements.

The GE requirements have not been reviewed for many years. Additions and deletions of areas over several years has resulted in a document that has contradictions, lacks consistency and it was put together without overall perspective. One example, presented by Marsha was the lack of congruency between the GE common courses for transfer and the AS degree. Specifically, all CSU history courses work in both areas C - humanities and D - social, political and economic institutions for CSU whereas, the history courses only fulfil the American History and Institutions area and not the humanities area for our AS degree. Additionally, she mentioned that over the last few years the focus has been for transfer, but since we now have the associate degrees for transfer, the students left out are the vocational students who are looking for a more immediate completion.

The discussion progressed to determine the approach needed to deal with this project. Jeremy suggested starting with the committee determining the common goals or overriding goal first, then with that in mind, review the GE requirements. A different approach is to determine the faculty knowledge of and feedback concerning what should generally be the accepted requirements for the associate's degree. Because the representation of members also guides the direction taken, the Chair made it clear to the committee that each member has the responsibility to look at the whole perspective and not from the individual viewpoint. Although the members are not experts in all areas, the charge is to inquire from others and get feedback from their divisions.

The Chair's plan going forward is to send out the next agenda with Marsha's samples to the committee for review prior to the next meeting. Then the committee can decide which area to address first:

- Information competency

- Expectations and values of having a lab requirement

- Grandfathering

- Area E5d Career Development

- Transfer versus CTE path

The Chair will also try to provide the state mandates, reasons why each is required and any issues surrounding the requirements. The endpoint of this conversation is to have a recommendation to present to Academic Senate in the spring.

**Meeting adjourned at 3:32.**