

College of San Mateo

Committee on Instruction
March 24, 2016 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Judith Hunt
Language Arts Division	Amy Sobel, Anne Stafford
Math/Science Division	Christopher Walker
Student Services	Martin Bednarek

Absent/Excused

Creative Arts/Social Science Division	Nico van Dongen
Kinesiology Division	Shana Young
Library	Jiaolan Renee Bu
Math/Science Division	Chris Smith
Student Services Division	Mary Valenti
ASCSM	James Roe

Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane, Niruba Srinivasan

Other Attendees

David Danielson, Laura Demsetz, Jane Williams

Chair, Teresa Morris called the meeting to order at 2:28 p.m.

Motion was MSCU to approve the March 24, 2016 agenda with the postponement of the DE and Online Education components of the Open Agenda.

Action Items

Motion was to approve the Consent Agenda with one abstention

- **Approval of March 10, 2016 Minutes**
- **Course Modification - By Memo**
 - Removal of TBAs from all Math classes
 - Removal of TBAs from all Astronomy classes

- Change of course titles: ART 251 Acrylic III to ART 251 Acrylic Painting III and ART 252 Acrylic IV to ART 252 Acrylic Painting IV
- **Program Modification**
 - Fine Arts: General Studio Art – AA Degree

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**
 - PHIL 200 Introduction to Logic (3) - **approved**
(Proposed for GE Area: E2c Communication and Analytical Thinking)
- **Course Modifications**
 - DGME 143 Motion Graphics (3) - **approved**
(Changes in recommended preparation, description, SLOs, and textbooks)
 - SOCI 105 Social Problems (3) - **approved**
(New DE supplement, change in methods of instruction, assignments, evaluation, and textbooks)
Approved with addition of ESL 400 to recommended preparation, correct typo in lecture content #8b - families
- **Course Modification - By Memo**
 - Memo concerning LIT. courses writing assignment - **postponed**
Teresa will request an official department memo on critical writing for LIT. courses.
It is hoped that the memo will clarify the writing requirement for all LIT. courses.

Open Agenda

- Distance Education Regular Effective Contact Policy for Hybrid and Online Courses - **postponed**
- Course Design Rubric for the Online Education Initiative - **postponed**
- Information about discipline list

The Chair presented information on the disciplines list. The COI recently reviewed 2 courses that raised questions on multi-disciplines, and courses with similar issues might be coming through.

The disciplines list is based on the CCCCCO handbook: Minimum Qualifications for Faculty and Administrators in California. This document lists disciplines and minimum qualifications and is updated every 2 years. Examples were given on how to use the list to check what disciplines

instructors can teach based on their qualifications. There is an “or equivalent” option under Minimum Qualifications that we can designate. Some disciplines have regulatory boards that also set qualifications, e.g., Nursing.

Some courses can be assigned more than one discipline. Official discipline assignments are determined by course content. There are 3 ways of assigning disciplines: single, multiple with “or” option, and multiple with “and”.

Minimum Qualifications may be met by degree or by equivalency. If instructors want to teach a particular FSA, they have to apply for it. Administrators determine faculty assignments based on program needs. The discipline list, minimum qualifications, and FSAs are intertwined and we have to be careful when making decisions. Decisions should be made based on matching educational backgrounds to content of course and not to individual personnel.

A counselor remarked that course titles are very important. A course may be assigned to more than one discipline but the course title implies a subject area to a student. A student may erroneously assume based on the course title that the course would be applicable towards a specific GE area; for example, assuming Sociology of Sports qualifies to meet the Social Science GE Area.

For courses going to COI that could potentially have more than one discipline, at what point in technical review should this be pointed out to reviewers, and when and how are staff from other disciplines notified so they can review content? Disciplines have to be kept in mind when reviewing courses.

The Chair will email the PowerPoint presentation to COI members. The plan is to post the disciplines list on CurricUNET.

There was also a discussion on TOP codes. These numerical codes are used at the state level for research, data collection, and reporting. Each course is assigned a TOP code based on best fit. A class cannot have 2 TOP codes. For more information, there is a link to TOP Code info in CurricUNET.

Meeting adjourned at 3:42 p.m.