

# College of San Mateo

Committee on Instruction

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

## MINUTES

### Members Present

Chair

Creative Arts/Social Science Division

Kinesiology Division

Language Arts Division

Library

Math/Science Division

Student Services

Teresa Morris

Judith Hunt, Nico van Dongen

Shana Young

Amy Sobel, Anne Stafford

Jiaolan Renee Bu

Christopher Walker, Chris Smith

Martin Bednarek, Mary Valenti

### Absent/Excused

Business/Technology

ASCSM

Melissa Green

James Roe

### Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane, Niruba Srinivasan

### Other Attendees

Laura Demsetz, Trang Luong, Krystal Romero, Kevin Sinarle

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

***Motion was MSCU to approve the April 14, 2016 agenda with changes: MGMT 100 and R.E. 220 moved to substantive agenda.***

### Action Items

#### **Motion was to approve the Consent Agenda with one abstention (Anne Stafford)**

- **Approval of March 24, 2016 Minutes**

- **Course Modification**

- ETHN 265 Evolution of Hip Hop Culture: A Socio-Economic and Political Perspective (3)  
(Changes in SLOS, methods of instruction, assignments, evaluation, and textbooks)
- FIRE 810 Firefighter Cadet I (3)  
(Change in prerequisite – technical change per State request)

FITN	134	Track and Trail Aerobics (.5-1) (DE update, changes in SLOs, content, assignments, and textbook)
FITN	237	Total Core Training (.5-1) (Changes in SLOs, content, and assignments)
R.E.	105	Property Investments, Valuation, and Management (3) (Changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbook)
R.E.	131	Real Estate Finance I (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

## **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 (5) - **approved**  
(Change in prerequisites)

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

- COUN 121 Planning for Student Success (1) - **approved**  
(New DE supplement and change in representative texts)  
*Approved with revisions to SLOs B and C.*
- COUN 122 Study Skills (1) - **approved**  
(New DE supplement)
- FIRE 793 Firefighter I Academy (12) - **approved**  
(Change in hours and textbook)
- MGMT 100 Introduction to Business Management (3) – **proposal returned, needs further review; will return to COI**  
(Changes in description, SLOs, objectives, content, methods of instruction, evaluation, and textbook)  
*Committee to discuss removing E5d designation from course. Request revisions to SLOs B and C; suggestion: change “understand” to “demonstrate understanding of...” Need clarification on SLOs D and E. There is a question on the first writing assignment re “criteria based on length of submission”.*
- MUS. 470 Concert Choir (1) - **approved**  
(Added prerequisite, change in description)
- MUS. 680MF Orchestra (3) – **approved**  
(Change in units, hours, method of grading, prerequisite, degree transferability, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and representative texts)  
*Approved with revision to SLO D.*
- MUS. 680MG Advanced Choir (3) - **approved**  
(Change in units, hours, method of grading, prerequisite, degree transferability, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and representative texts)  
*Approved with revision to SLO D.*
- MUS. 680MH Advanced Band (3) - **approved**  
(Change in units, hours, method of grading, prerequisite, degree transferability, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and representative texts)  
*Approved with revision to SLO D.*
- R.E. 220 Real Estate Property Management (3) – **proposal returned for revisions, will return to COI under consent agenda**  
(Changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and textbook)  
Keeping in mind that the course has been accepted by the California State Board of Real Estate for credit, COI suggests revising the course description, i.e. combine the first 2 phrases; correct typo in “California”. Revise SLOs A, B, C, D, and E, including correcting typo in “successful”. Under Lecture content, it was suggested to use “a wide variety” instead of “a good spectrum”.

- **Course Modification - By Memo - *approved***

Memo concerning LIT. courses writing assignment

Per the memo: all LIT courses will have the same SLOs; “writing of critical papers” will be included in the course content; preferably, the catalog should not include “requires writing of critical papers”.

- **New Programs**

- Digital Media: Audio & Video Production - Certificate of Specialization - *approved*
- Philosophy - AA-T - *approved*

**Open Agenda**

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

The Curriculum Handbook is currently being updated. Additional policies will be included in the handbook including regular effective contact for DE courses.

For courses that have more than one discipline, information on discipline assignment will be added to the course in CurricUNET as an attached file.

The 6<sup>th</sup> edition of the Program and Course Approval Handbook (PCAH) is being drafted and will be taken to the State Board for approval. PCAH is the reference for curriculum submissions.

Per new guidelines being proposed, experimental courses can be offered only 2 times then they have to be submitted as permanent courses. There is a timing issue with our current scheduling cycles. Some experimental courses are offered once a year, some are offered fall and spring. In the past, faculty submitters have proposed experimental courses to facilitate approval, and proposed permanent courses at the same time. Would it be possible to offer an experimental course two times, propose a permanent course and offer the experimental course again while waiting for the permanent course approval?

There was a discussion on automatic banking of experimental courses. The courses should be banked after 2 offerings or if they were approved but never offered. We have to keep track of these. Courses can be banked by proposing deactivation in CurricUNET, or by memo to COI. The Chair will provide updated information on automatic banking.

The Chair presented on how hours/units are calculated. Information will be added to the handbook. When reviewing courses, COI members should consider the course outline content to see if the hours and units for the course seem appropriate or should be less - or more.

There is a training for COI representatives on August 25, 2016 from 2:15 to 4:00. It will be a hands-on training.

Sandra will remind the Deans that each division needs to have 2 COI representatives. We will need the names of members: current/continuing and incoming.

Teresa suggested that COI representatives review the courses and put in their comments early so these can be addressed prior to the meeting.

Note: The April 28<sup>th</sup> meeting might be cancelled. Committee members will be notified of changes in scheduled meetings.

**Meeting adjourned at 4:00 p.m.**