

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

College of San Mateo

Committee on Instruction
September 8, 2016 (2:15 p.m.)
Building 10, Room 468

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 May 12, 2016 and August 25, 2016 Minutes**

- **Course Modifications**

ACTG 665MD Lacerte Tax Software Basics (0.5)
(Addition of assignments)

ACTG 665MF Depreciation Basics (0.5)
(Addition of assignments)

COMM 110 Public Speaking (3)
(DE update, changes in SLOs, objectives, TBA hours content, methods of instruction, assignments, and methods of evaluation)

COMM 130 Interpersonal Communication (3)
(Changes in TBA hours content, methods of instruction, assignments, evaluation, and text)

COMM 140 Small Group Communication (3)
(Changes in TBA hours content, methods of instruction, assignments, evaluation, and text)

COMM 150 Intercultural Communication (3)
(Changes in SLOs, objectives, TBA hours content, methods of instruction, assignments, evaluation, and texts)

- COMM 170 Oral Interpretation I (3)
(Changes in SLOs, objectives, lecture content, TBA hours content, methods of instruction, assignments, evaluation, and texts)
- COMM 171 Oral Interpretation II (3)
(Changes in SLOs, objectives, lecture content, TBA hours content, methods of instruction, assignments, evaluation, and texts)

- **Course Modifications – by memo**
 - Removal of TBAs from ARCH 210 and ARCH 220
- **Program Modifications – by memo**
 - 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**
 - BUS. 136 Business Finance (3)
 - KINE 104 Sports Psychology (3)
(DE supplement, proposed for GE area: E5b Social Science)
 - KINE 106 Introduction to Sports Management (3)
(DE supplement, proposed for GE area: E5d Career Exploration and Self-Development)
- **Course Modifications**
 - ACTG 163 Auditing (3)
(New DE)
 - ACTG 164 Governmental & Nonprofit Accounting (3)
(New DE)
 - ACTG 665MI Taxation of Rental Real Estate (1)
(Removal of recommended preparation, addition of assignments)
 - MUS. 132 Harmony II (3)
(Removal of recommended preparation, addition of prerequisite, changes in description and text)
 - MUS. 133 Harmony III (3)
(Removal of recommended preparation; addition of prerequisite; changes in description, SLOs, objectives, and text)
 - MUS. 134 Harmony IV (3)
(Removal of recommended preparation, addition of prerequisite, changes in description and text)

- **Program Modification – by memo**
 - Accounting - AA Degree (Change in wording)
- **New Program**
 - Kinesiology – AA Degree

V. Open Agenda

- Proposed policy: automatically adding ESL 400 if ENGL 838 or ENGL 848 is recommended preparation
- Program Proposals
- GE Areas