

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 22, 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 September 8, 2016 Minutes**

- **Course Modifications**

- DSKL 800 Learning Skills Assessment for DRC (.5)
(Changes in title, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

- **Course Deactivations – by memo**

- ACTG 665MA Depreciation Symposium
 - ACTG 665MG IRS Representation
 - ACTG 665MP RTRP Tax Preparer Exam Preparation

- **Program Modification – by memo**

- Kinesiology – AA Degree (Adding ADAP classes)

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) |
| BUS. | 171 | The Entrepreneurial Mindset (1.5) |
| BUS. | 173 | Sources of Financing (1.5) |
| BUS. | 174 | The Business Plan (1.5) |
| BUS. | 176 | Selling the Idea (1.5) |
| BUS. | 177 | Marketing for Entrepreneurs (1.5) |
| BUS. | 178 | Business Law for Entrepreneurs (1.5) |
| BUS. | 179 | Human Resources for Entrepreneurs (1.5) |
| COSM | 766 | Salon Business Entrepreneur (3) |

- **Course Modification**

ACTG 665MR Tax Practice and Procedure (0.5)
(Removal of recommended preparation; changes in content, assignments, and text)

- **New Program**

- Entrepreneurship – From Idea to Success – Certificate of Specialization

V. Open Agenda

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