

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

# College of San Mateo

Committee on Instruction  
September 8, 2016 (2:15 p.m.)

## MINUTES

### Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Judith Hunt, Nico van Dongen
Kinesiology Division	Shana Young
Language Arts Division	Fermin Irigoyen, Jeremy Wallace
Math/Science Division	Chris Smith, Christopher Walker
Student Services	Mary Valenti
ASCSM	Natalia Gomez

### Absent/Excused

Library	Kalina Tabatt
Student Services	Martin Bednarek

### Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane

### Excused Non-Voting Member

Niruba Srinivasan

### Other Attendees

Laura Demsetz, Vincent Li, Bruce Maule,  
Joseph Mangan, Andreas Wolf

Chair, Teresa Morris called the meeting to order at 2:20 p.m.

***Motion was MSCU to approve the revised September 8, 2016 agenda with a change in the review order to have the ACTG courses together and with COMM 110 moved from consent to substantive.***

### Action Items

#### Motion was MSCU to approve the revised Consent Agenda

- Approval of May 12, 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 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

The minutes from the 8/25/16 meeting are under review and will be distributed at a later time. The minutes contain a lot of information from the training.

### **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**

- ACTG 163 Auditing (3) – **approved**  
(New DE)  
*Approved with change in DE evaluation wording to “online and/or proctored exams” and addition of information on degrees/certificates to which the course applies.*

ACTG 164 Governmental & Nonprofit Accounting (3) - **approved**  
(New DE)  
*Approved with change in DE evaluation wording to “online and/or proctored exams” and addition of information on degrees/certificates to which the course applies.*

ACTG 665MI Taxation of Rental Real Estate (1) - - **approved**  
(Removal of recommended preparation, addition of assignments)  
*Approved with change in wording from “special topic” to Taxation of Rental Real Estate.*

There was a question on homework hours, faculty load, and the number of units as they appear in the All Fields Report. The confusion was due to a technical error in CurricUNET. A request has already been submitted to CurricUNET for correction.

The ACTG CPA Preparation courses can be applied to CSM degrees but they do not transfer to 4-year schools.

- **Program Modification – by memo**

- Accounting – AA Degree (Change in wording) - **approved**

- **New Courses**

BUS. 136 Business Finance (3) - **postponed**

KINE 104 Sports Psychology (3) – **approved with GE; disciplines: Kinesiology or Psychology**

(DE supplement, proposed for GE area: E5b Social Science)

*Approved with addition of DE methodologies, addition of ESL 400 in recommended preparation, correction of typos, GE area E5b, and Kinesiology or Psychology disciplines.*

KINE 106 Introduction to Sports Management (3) – **approved with GE**

(DE supplement, proposed for GE area: E5d Career Exploration and Self-Development)

*Approved with change in SLO A: “Recognize and describe the dynamic...”, addition of ESL 400 in recommended preparation, GE area E5d.*

Courses like KINE 104 with 2 disciplines can be taught by faculty with FSAs in either discipline. If a multi-discipline course is proposed for a GE area, there is no precedent for consulting with other departments with regards to the GE/s proposed. All divisions are represented in COI and the committee makes the decision as a group. If there are issues with a GE proposal, the representative should bring it to the department’s attention.

- **Course Modifications**

COMM110 Public Speaking (3) - **approved**

(DE update, changes in SLOs, objectives, TBA hours content, methods of instruction, assignments, and evaluation)

- MUS. 132 Harmony II (3) - **approved**  
(Removal of recommended preparation, addition of prerequisite, changes in description and text)
- MUS. 133 Harmony III (3) - **approved**  
(Removal of recommended preparation; addition of prerequisite; changes in description, SLOs, objectives, and text)
- MUS. 134 Harmony IV (3) - **approved**  
(Removal of recommended preparation, addition of prerequisite, changes in description and text)

The concern that prompted moving COMM 110 from the consent agenda was already addressed. It was due to the technical error that is displaying incorrect maximum FLCs and units on the All Fields Report.

If information resources are inadequate to support a course, should faculty indicate back-up plans? We are required to review courses but there are no consequences if resources are inadequate; courses can still be approved. Faculty should discuss resource needs with library staff as part of the review process. This provides notification when funding is needed to support courses. The library attempts to do collection development in these areas but funds may be limited. Teresa will look into adding an explanation of this process in the handbook.

- **New Program**
  - Kinesiology – AA Degree – **approved**

#### **Open Agenda**

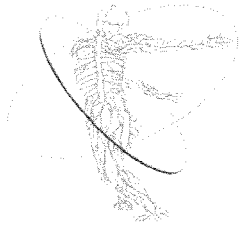
- Proposed policy: automatically adding ESL 400 if ENGL 838 or ENGL 848 is recommended preparation

It is proposed to automatically add ESL 400 if ENGL 838 or ENGL 848 is recommended preparation. ESL 400 is on the same skills level as the 2 ENGL classes. COI has approved the addition of ESL 400 in several courses; there have been no objections. If this becomes a global change in CurricUNET, e.g. one checkbox for Eligibility for ENGL 838 or ENGL 848 or ESL 400, can there be exceptions? We can add instructions in this section to explain the information. The change will require a justification for ESL 400; justifications can be rewritten to be specific to skills, not to the course. Teresa will draft a policy for action at the next meeting. She will also check on the technical aspect of how this change will apply to courses which have the ENGL 838/ENGL 848 recommended prep. It is also noted that there are plans to bank ENGL 848.

There will be further discussions on the C2 designations of COMM 170 and COMM 171. There was a question on whether the designation should be C1 instead.

- Program Proposals - *postponed*
- GE Areas – *postponed*

**Meeting adjourned at 4:01 pm.**



# College of San Mateo

## Division of Kinesiology

September 20, 2016

Please consider this an addendum to the recent COI approved Associates Degree in Kinesiology.

One discipline within our division that was overlooked and omitted was the inclusion of Adapted Physical Education courses in the degree. The faculty have felt it appropriate to include some of these courses as students enrolled in the Adapted Physical Education program should be able to apply some of their coursework to fulfill requirements in pursuit of the degree. Additionally, a career in Adapted Physical Education is an opportunity available to Kinesiology majors, and therefore coursework in the discipline should be included. The courses that should be included in the degree are as follows (please note all of these courses are activity courses):

- ADAP 100 – Adapted Aquatics
- ADAP 110 – Adapted General Conditioning
- ADAP 140 – Adapted Weight Conditioning
- ADAP 155 – Adapted Back Care

The courses should be included in the area “Select 3 units from the following with a maximum of one unit from any one area.”

If you have any questions, please do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Andreas Wolf'. The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Andreas Wolf - Dean



## Memorandum

**TO:** COI  
**FROM:** Vincent Li, Accounting Professor  
**RE:** Banking of Actg 665MA, Actg 665MG and Actg 665MP  
**CC:** Kathy Ross, Bruce Maule, Rosemary Nurre and Stephen Heath

We wish to bank the following Actg 665 courses for the following reasons:

Actg 665MA - Depreciation Symposium

This course has not been offered in over four years, and has been replaced by Actg 665MF - Depreciation Basics.

Actg 665MG - IRS Representation

This course has not been offered in over four years, and has been replaced by Actg 665MS - Tax Controversies and Client Representation

Actg 665MP - RTRP Tax Preparer Exam Preparation

This course was never offered, as the RTRP credential was created by the IRS in 2012 but they suspended this credential based on a ruling from the U.S. District Court in 2013.