

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
October 13, 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 22, 2016 Minutes**

- **Course Modifications**

- ACTG 665MC The Retired Taxpayer (1)
(Changes in description, content, methods of instruction, assignments, and evaluation)
- ACTG 665ME Electronic Tax Research (.5)
(Changes in content, methods of instruction, assignments, and evaluation)
- ACTG 665MH Foreclosures & Debt Cancellation (.5)
(Changes in title, content, methods of instruction, assignments, and evaluation)
- ACTG 665MM IRS Reporting for Nonprofits (.5)
(Changes in method of grading, content, methods of instruction, assignments, and evaluation)
- BLDG 700 Introduction to the Building Code (3)
(Changes in SLOs, objectives, evaluation, and texts)
- BLDG 730 Plumbing Inspection (3)
(Changes in SLOs, objectives, and text)
- BLDG 740 Mechanical Code (3)
(Changes in SLOs, objectives, methods of instruction, assignments, evaluation, and text)

BUS.	125	International Business (3) (Changes in description, SLOs, objectives, methods of instruction, evaluation, and text)
BUS.	180	Marketing (3) (Removal of DE; changes in description, SLOs, objectives, content, methods of instruction, assignments, and texts)
BUS.	201	Business Law (3) (DE update, changes in objectives and text)
BUSW	214	Word Processing I Using Word for Windows (1.5) (DE update, changes in assignments and texts)
BUSW	215	Word Processing II Using Word for Windows (1.5) (DE update; changes in SLOs, objectives, assignments, and text)
BUSW	415	Spreadsheet I Using Excel for Windows (1.5) (DE update, changes in assignment and texts)
BUSW	416	Spreadsheet II Using Excel for Windows (1.5) (DE update, changes in objectives, assignments, and texts)
ESL	847	Listening and Speaking III (3) (Changes in title, content, methods of instruction, assignments, and evaluation.)
ESL	848	Listening and Speaking IV (3) (Changes in title, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
ESL	857	Reading for Non-Native Speakers III (3) (Changes in TBA hours content, methods of instruction, assignments, evaluation, and texts)
LCTR	240	College and Academic Success (3) (Change in texts)
MGMT	215	Management of Human Resources (3) (Changes in SLOs, objectives, assignments, and text)
MGMT	265	Project Management (3) (Change in text)
PHYS	126	Teaching Science I: K-5 Classroom Experience and Seminar (1) (Changes in SLOs, objectives, content, methods of instruction, and assignments)
R.E.	121	Legal Aspects of Real Estate I (3) (Changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and text)

- **Course Modifications – by memo**

Removal of recommended preparation from ACTG 665 (and all associated ACTG 665 special topics courses)

- **Course Deactivations**

ESL 845 Conversation for Non-Native Speakers I
ESL 855 Reading for Non-Native Speakers I

- **Program Modification**

Web Programming – CS (Changes in title and description)

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**

- DSKL 825.1 Assistive Technology – Text-to-Speech Program (.5)
- DSKL 827 Assistive Technology: Smartpen (.5)
- DSKL 880MC Assistive Technology – Sonocent Audio Notetaker (.5)
- DSKL 880MD Assistive Technology – Dragon NaturallySpeaking (1)

- **Course Modification**

- BLDG 750 Structural Provisions (3)
(Removal of recommended preparation; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and text)
- CIS 111 Introduction to Web Programming (3)
(DE update; changes in title, hours, recommended preparation, description, content, and texts)
- CIS 113 Ruby Programming (4)
(DE update, changes in recommended preparation and texts)
- CIS 114 JavaScript/Ajax Programming (4)
(DE update, changes in recommended preparation and texts)
- CIS 117 Python Programming (4)
(DE update, changes in recommended preparation and texts)
- CIS 127 HTML5 and CSS (3)
(DE update; changes in hours, recommended preparation, objectives, content, methods of instruction, and texts)
- CIS 128 Mobile Web App Development (4)
(DE update, changes in recommended preparation and texts)
- CIS 132 Introduction to Databases (3)
(DE update; changes in hours, recommended preparation, content, methods of instruction, evaluation, and texts)
- CIS 200 Capstone Project – CIS (2)
(DE update; changes in prerequisites, recommended preparation, and texts)
- CIS 363 Enterprise Database Management with MySQL (4)
(DE update, changes in recommended preparation and texts)
- CIS 379 Introduction to XML (3)
(DE update; changes in hours, recommended preparation, content, methods of instruction, evaluation, and texts)
- ESL 846 Listening and Speaking II (3)
(Changes in title, recommended preparation, content, methods of instruction, assignments, evaluation, and texts)
- ESL 856 Reading for Non-Native Speakers II (3)
(Changes in recommended preparation, description, SLOs, objectives, TBA hours content, methods of instruction, assignments, evaluation, and texts)

MGMT 220	Organizational Behavior (3) (Addition of recommended preparation, changes in description, SLOs, objectives, methods of instruction, assignments, evaluation, and text)
OCEAN 100	Oceanography (3) (Addition of recommended preparation; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and text)

V. Open Agenda

- Proposed policy: automatically adding ESL 400 if ENGL 838 or ENGL 848 is recommended preparation
- Program Proposals
- GE Areas – Sub-committee
- Change name of Committee on Instruction to Curriculum Committee