

# College of San Mateo

Committee on Instruction  
October 13, 2016 (2:15 p.m.)

## MINUTES

### Members Present

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

### Absent/Excused

Creative Arts/Social Science Division	Nico van Dongen
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### Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane, Niruba Srinivasan

### Other Attendees

Judy Lariviere, Carol Newkirk-Sakaguchi, Kathy Ross, Amy Sobel

Chair, Teresa Morris called the meeting to order at 2:17 p.m.

***Motion was MSCU to approve the October 13, 2016 agenda with a change in the review order to review BLDG 750 and MGMT 220 together. There were comments about SLOs for BUS. 125 and MGMT 215; the author will be contacted about revisions.***

### Action Items

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

- **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)

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| MGMT 265 | Project Management (3)<br>(Change in text)   |
| PHYS 126 | Teaching Science I: K-5 Classroom Experience and Seminar (1)<br>(Changes in SLOs, objectives, content, methods of instruction, and assignments)      |
| R.E. 121 | Legal Aspects of Real Estate I (3)<br>(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

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| 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)

### 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

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| DSKL 825.1 | Assistive Technology – Text-to-Speech Program (.5) – <b>approved</b><br><i>Approved with a revision in SIO E to replace Kurzweil 3000 with text-to-speech program, and approved amendment to allow course audit.</i> |
| DSKL 827   | Assistive Technology: Smartpen (.5) - <b>approved</b><br><i>Approved with amendment to allow course audit</i>  |
| DSKL 880MC | Assistive Technology – Sonocent Audio Notetaker (.5) - <b>approved</b>   |
| DSKL 880MD | Assistive Technology – Dragon NaturallySpeaking (1) – <b>approved</b>  |

It was noted that experimental courses should be banked when they are approved with permanent course numbers, and the numbers should be aligned district-wide.

- **Course Modifications**

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| BLDG 750 | Structural Provisions (3) - <b>approved</b><br>(Removal of recommended preparation; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and text) |
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- CIS 111 Introduction to Web Programming (3) - **approved**  
(DE update; changes in title, hours, recommended preparation, description, content, and texts)
- CIS 113 Ruby Programming (4) - **approved**  
(DE update, changes in recommended preparation and texts)
- CIS 114 JavaScript/Ajax Programming (4) - **approved**  
(DE update, changes in recommended preparation and texts)
- CIS 117 Python Programming (4) - **approved**  
(DE update, changes in recommended preparation and texts)
- CIS 127 HTML5 and CSS (3) - **approved**  
(DE update; changes in hours, recommended preparation, objectives, content, methods of instruction, and texts)
- CIS 128 Mobile Web App Development (4) - **approved**  
(DE update, changes in recommended preparation and texts)
- CIS 132 Introduction to Databases (3) - **approved**  
(DE update; changes in hours, recommended preparation, content, methods of instruction, evaluation, and texts)
- CIS 200 Capstone Project – CIS (2) - **approved**  
(DE update; changes in prerequisites, recommended preparation, and texts)
- CIS 363 Enterprise Database Management with MySQL (4) - **approved**  
(DE update, changes in recommended preparation and texts)
- CIS 379 Introduction to XML (3) - **approved**  
(DE update; changes in hours, recommended preparation, content, methods of instruction, evaluation, and texts)
- ESL 846 Listening and Speaking II (3) - **approved**  
(Changes in title, recommended preparation, content, methods of instruction, assignments, evaluation, and texts)
- ESL 856 Reading for Non-Native Speakers II (3) - **approved**  
(Changes in recommended preparation, description, SLOs, objectives, TBA hours content, methods of instruction, assignments, evaluation, and texts)
- MGMT 220 Organizational Behavior (3) - **approved**  
(Addition of recommended preparation, changes in description, SLOs, objectives, methods of instruction, assignments, evaluation, and text)  
*Approved with addition of applicable degrees.*
- OCEN 100 Oceanography (3) - **approved**  
(Addition of recommended preparation; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and text)

Discussion about adding degree applicability information on courses: The information is important for new courses and helps determine if courses are program-applicable or stand-alone. If a course is being modified, the information might not show up in CurricUNET. The paper course outlines did not have this information so when we migrated to CurricUNET, there was no information to copy over. One way to check degree applicability is to look at the Proposal Impact page which lists courses and programs that are connected to a course. The program information can be copied and pasted into courses being modified. If a new program is being proposed at the same time as new courses, the degree applicability information can be added even if the degree hasn't been approved yet. Normally, courses and the degrees to which they apply are approved in the same year.

Discussion regarding Distance Education: Going forward would it be advisable to inform people updating their Distance Education supplement to use generic language, e.g., college approved Learning Management System or Course Management System for distance education, instead of specifying Moodle or Canvas? The Chair will consider appropriate language; it should be clear to faculty and to accrediting agencies.

### Open Agenda

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

The ENGL and ESL departments worked together to review and submit the memo to automatically add ESL 400 when ENGL 838 or ENGL 848 is the recommended preparation. Would there be any unintended consequences? If approved, the change will apply to all courses that indicated ENGL 838 or ENGL 848 as the recommended preparation; the application will be across disciplines. All these three courses prepare students for ENGL 100; the pathways are different but the courses are comparable. The SLOs may not be identical, but there could be some overlap.

The memo was rephrased and approved, and will return to the committee under the consent agenda in the next meeting.

- Program Proposals - **postponed**
- GE Areas - Sub-committee - **postponed**
- Change name of Committee on Instruction to Curriculum Committee  
There was a discussion to rename the Committee on Instruction to Curriculum Committee. The Chair will take the committee's recommendation to the Academic Senate to be changed in their bylaws. If approved, it may take some time before the name change can be implemented.

**Announcements:**

- The next COI meeting (October 27<sup>th</sup>) will be in Building 5-339.
- The Northern Fall Curriculum Institute meeting will be on Friday, October 21<sup>st</sup> at Skyline from 0900 to 1500. If interested, contact Professional Development. The Chair will send more information.

**Meeting adjourned at 3:50 pm.**