College of San Mateo

Committee on Instruction
November 10, 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	Jeramy Wallace
Library	Kalina Tabatt
Student Services	Martin Bednarek, Mary Valenti
ASCSM	Natalia Gomez

Absent/Excused

Language Arts Division	Fermin Irigoyen
Math/Science Division	Chris Smith, Christopher Walker

Non-Voting Members	Ada Delaplaine, Sandra Comerford
Excused Non-Voting Members	Marsha Ramezane, Niruba Srinivasan
Other Attendees	Rebecca Alex, Laura Demsetz, Andria Nalls, Michelle Schneider

Chair, Teresa Morris called the meeting to order at 2:25 p.m.

Announcement: The Academic Senate has been advised of the proposed name change of the Committee of Instruction. This will be a bylaw change to be voted on in spring.

Motion was MSCU to approve the revised November 10, 2016 agenda.

Action Items

Motion was MSCU to approve the Consent Agenda

- **Approval of October 27, 2016 Minutes**

- **Course Modifications**

  COSM 712 Fundamental Cosmetology I (10)
  (Changes in title, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

  COSM 722 Fundamental Cosmetology II (10)
  (Changes in title, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

  COSM 732 Intermediate Cosmetology III (10)
  (Changes in title, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

  COSM 742 Intermediate Cosmetology IV (10)
  (Changes in title, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

  COSM 746 Advanced Cosmetology V (5)
  (Changes in title, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

  COSM 749 Advanced Cosmetology VI (5)
  (Changes in title, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

  DENT 701 Dental Science I (3)
  (Changes in description, SLOs, and objectives)

  DENT 702 Dental Science II (3)
  (Changes in description, SLOs, objectives, and evaluation)

  DENT 721 Dental Materials I (3)
  (Changes in SLOs, objectives, methods of instruction, and evaluation)

  DENT 740 Chairside Assisting I (3)
  (Changes in SLOs, objectives, methods of instruction, and evaluation)

  DENT 749 Preclinical Dental Science Laboratory (1)
  (Changes in SLOs, objectives, methods of instruction, and evaluation)

  DENT 751 Dental Clinic (1.5)
  (Changes in description, SLOs, objectives, methods of evaluation, and text)

  NURS 212 Concepts of Homeostasis in Nursing (4.5)
  (Changes in SLOs, methods of instruction, assignments, and text)

  NURS 231 Psychiatric Nursing (5)
  (Changes in SLOs and texts)

  NURS 235 Nursing Skills Lab III (.5)
  (Changes in SLOs, methods of instruction, and texts)

  NURS 817 Open Lab for Nursing 221/222 (.5)
  (Changes in SLOs, methods of instruction, evaluation, and texts)

  NURS 818 Open Lab for Nursing 231/232 (.5)
  (Change in texts)

  NURS 819 Open Lab for Nursing 241/242 (.5)
  (Change in SLOs and texts)

- **Course Modification – by memo**
  ART   351   Beginning Black and White Photography (3)
  (Technical change: course number and title of ART 201 to 204)

- **Course Deactivations**
  CIS   489   Computer Forensics
  CIS   490   Computer Forensics: Network Analysis and Defense
  CIS   491   Computer Forensics: Search and Seizure
  CIS   492   Computer Forensics: White-Collar Crime

- **Program Modifications**
  - Art History – AA Degree (Change in course number and title: ART 201 to 204)
  - Art History – AA-T Degree (Change in course number and title: ART 201 to 204)
  - Art History – Certificate of Achievement (Change in course number and title: ART 201 to 204)

- **Program Modification – by memo**
  - Architecture – AS Degree (Changes in course numbers and titles: ART 201 to 204 and ART 202 to 205

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.

- **Proposed Goals for AY 2016-2017** – *accepted, with the addition of a third Goal*
  Goal: Review and approve new and modified courses and programs (ongoing)
  Benchmark: Number reviewed and outcome.

  Goal: Review General Education pattern for possible revision
  Benchmark: open forums concerning GE requirements, COI and ASGC approvals for revisions to GE pattern.

  Goal: Review and update General Education Handbook and Curriculum Handbook
  Benchmark: new versions issued effective the next academic year.

- **Course Modifications**
  ADMJ 775   PC 832 Firearms Training (.5*) - approved*
  (Changes in hours)
  Approved with change in prerequisite to "Completion of application with all required documents."
  FTPS   120   Fire ICS-400 (.5*) - approved*
  (Changes in hours and assignments)

CIS   133   NoSQL Databases (3) - ***approved***
              (DE update; changes in hours, content, methods of instruction, and
              evaluation)
CIS   145   Introduction to DevOps (3) - ***approved***
              (DE update; changes in hours, content, methods of instruction, and
              evaluation)
CIS   380   PHP Programming (3) - ***approved***
              (DE update; changes in hours, content, methods of instruction, and
              evaluation)

The 16 hour lab component was taken out of the CIS courses to comply with State
Chancellor's requirements.

The State Chancellor's Office issued a memo to standardize hours. We have to follow the
formula provided. Course units and hours should be within the ranges per the sample
calculation tables. In the past, some CTE courses had integrated training with a range of
hours covering both lecture and lab but now the hours have to be clearly defined as either
lecture or lab. The standardization of hours impacts courses like Art, Music, CIS, DGME, Fire,
and Police Academy.

There is detailed information in the Program and Course Approval Handbook (PCAH). It is
being updated; the Chair will send a link when the handbook has been updated. She will
also check into the definition of homework hours.

COSM 757   Advanced Supplemental Cosmetology VII (7) - ***approved***
              (Changes in title, prerequisites, description, SLOs, objectives, content,
              methods of instruction, assignments, evaluation, and texts)
ESL   827   Writing for Non-Native Speakers III (5) - ***approved***
              (Changes in recommended preparation, SLOs, objectives, content,
              assignments, and texts)
ART   204   Drawing I (3) – ***approved for GE***
              (Proposed for GE area: E5c Humanities)
              Approved with a revision to SLO A.
ART   205   Drawing II (3) - ***approved for GE***
              (Proposed for GE area: E2c Communication and Analytical Thinking)

- **New Program**
  Basic Police Academy – Certificate of Achievement - ***approved***
  Approved with a language change in the description to "Regular Police Officer". This
  certificate is based on AJPS 107 which has 22 units. There was a discussion on including
  cultural diversity in the program outcomes. It was explained that the outcomes are
  legislated by the state. The Police Academy has 42 learning domains. Cultural
  Diversity/Discrimination is one of the domains and it is legislatively mandated; if a student
  misses hours, they have to make it up or they don't pass the academy.

Open Agenda
- CSM General Education AA/AS Degree Requirements – GE Pattern

The Chair presented a copy of the CSM GE pattern. The Committee on Instruction can make modifications in the areas. Skyline and Cañada have modified their patterns and are following the CSU GE pattern. There are pros and cons to doing this. One area to consider is the Scientific Inquiry area. At CSM we have this as Area E5a Natural Science but there is a difference in the lab requirement. Skyline and Cañada require 4 units in the Scientific Inquiry area including a lab; this is similar to the CSU GE requirements. A question was raised if adding the science lab requirement at CSM would be an obstacle for students not planning to transfer or who are in certain CTE paths. The students may have lab experience but not necessarily in the Natural Sciences.

We would like to streamline the transfer process for students and have them complete their degrees smoothly. Some options and questions committee members asked were:
1. Can we have flexible options or mix and match our local pattern with the CSU-IGETC pattern?
2. Could an option include the following?
   - Use the CSU GE pattern if a student doesn't finish the CSM degree requirements at the end of the semester but meets the CSU requirements.
   - Student finishes the local GE pattern and completes the major requirements for approved AD-Ts that CSM doesn't offer.
   - Student is not currently following a transfer path but might at some later time want to transfer.

When counselors meet with students, different options are explored depending on the students' plans. Mary Valenti and Martin Bednarek will bring discussions to their department meeting. We would like to get a better idea of what needs to be changed in the GE pattern to make it friendlier to students.

The Chair noted that GE SLOs intertwine with and affect course SLOs. Revisions of GE SLOs will drive changes in course SLOs. There could be a creative thinking outcome in the future. Madeleine Murphy, SLO Coordinator, will be invited to come to a COI meeting.

The general plan is to fix minor issues for now. There are larger philosophical issues to be addressed.

The Chair will send an email to COI members to look at GE areas to see if they fit; the areas will be assigned instead of setting up a sub-committee.

The discussion will be tabled and brought back to the committee. We need more data:
3. Data on what students need, e.g., how many more units/credits are missing to get the associate's degree? How many hours does an average student have?
4. Data from PRIE, DegreeWorks, Program Review
5. Intertwining between GE goals and course goals.

- GE Areas - Sub-committee
- District Curriculum Committee update
- Program Proposals

Meeting adjourned at 4:29 pm.